

ES&H RADIATION PROTECTION GROUP & INSTRUMENT TEAM FILE PLAN / RECORDS SYSTEM

ID#	System Name	System Acronym	Brief Description	Agency	Subagency	Scheduling Status Pending, Approved/ Unscheduled	Schedule Number	Electronic Location BLDG/OFFICE? E?	Paper Location BLDG/OFFICE ?
1	Radionuclide Analysis Facility Calibration Logs	RAF	Logbooks are kept for all calibrations performed internal to the RAL. Included are calibration logbooks for each of the gamma-ray spectrometers and for the LSC.	DOE	FNAL	Approved	ENV-1.e.(2). Cut off at close of fiscal year. Destroy 75 years after cutoff		ES&H Section Central Files
2	Radionuclide Analysis Facility Reports	RAF	Logbooks of comprehensive compilations of all reports issued by the Radionuclide Analysis Lab.	DOE	FNAL	Approved	ENV-1.e.(2). Cut off at close of fiscal year. Destroy 75 years after cutoff		ES&H Section Central Files
3	Decon of FCRM Inventory List	FCRMIL	Decontamination inventory records of facilities containing radioactive material	DOE	FNAL	Approved	ADM-1, 21.3 g. (1) (b) Destroy when purpose is served or when 1 year old	Docdb 184v-1 and 185v-1/FIMS	Site 39 South Annex. NOTE:.
4	Rad Incident Reports	RIR	Logbooks of incidents involving either a personnel decontamination or a beam-on exposure.	DOE	FNAL	Approved	ADM-1, 21.3 c Destroy 75 years after cutoff	Docdb 184v-1 and 185v-1	Site 39 South Annex. NOTE:.
5	Beam-on Dose Training/Assessment	B-O-D-T	All personnel and beam-on dose training given and received, to include data sheets from drills.	DOE	FNAL	Approved	ADM-29.1, b Destroy 75 years after cutoff	TRAIN	Site 39 South Annex. NOTE:.
4	Depleted Uranium Inventory Database	DU	IBM FOCUS database Info associated with depleted uranium, weight in kilograms, dimensions, location at Fermilab, and shipment and receipt dates.	DOE	FNAL	Approved	ENV-2,c (3) EPI Destroy 5 years after permit expires	Oracle Database	K. Graden's Office

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6	Depleted Uranium Physical Inventory	DU	Record of the annual physical inventory of depleted uranium in use and in storage at Fermilab. Correspondence documenting the physical inventory from each Division/Section is forwarded to the Nuclear Materials Representative or designate of the ES&H Section. Sources of error between the book and physical inventory are documented in this record.	DOE	FNAL	Approved	ENV-2, c. (3) EPI Destroy 5 years after permit expires	DOcdb 134v-1	ES&H Section Central File
7	Dosimeter Spiking	Spiking	Documents the Personnel Dosimeter Testing Program, providing an in-house evaluation of the dosimeter results reported to Fermilab by the contracted vendor.	DOE	FNAL	Approved	ADM-1, 21.5 Destroy when 75 years old		ES&H Section Central Files
8	ES&H Section Radiation Safety Training Records	RadSTR	General employee radiation safety training, radiation worker and radiation control technician training exams and attendance sheets are maintained for ES&H Section members.	DOE	FNAL	Approved	ADM-1, item29.1.b. Cut off at separation of employee. Destroy 75 years after cutoff	TRAIN	ES&H Section Central Files
9	Nuclear Materials Program Reports and Documents	NMC&A	Forecast of Nuclear Materials Requirements Report, Revisions to Forecast, Annual Assessment of Nuclear Materials Inventory Report, Nuclear Materials Material Balance Reports (NRC/DOE Form 742), Nuclear Material Transaction Reports (NRC/DOE Form 741), Review of Inventory Adjustments	DOE	FNAL	Approved	ENV 2 c.(3) EPI Destroy 5 years after permit expires	Docdb 133-v1, 131-v1, 130-v1, 126-v2, 127-v1, 140-v1	ES&H Section Central File
10	Radon Testing/DOE Indoor Radon Study	Radon Testing	Results of radon tests conducted through Fermilab to screen for higher than normal levels of indoor radon are maintained.	DOE	FNAL	Approved	ENV 4 a.(3) Destroy when 75 years old		ES&H Section Central Files
14	Material Move Survey Authorization Training Records	Material Move Training	Attendance records and authorization list of persons authorized to perform radiation surveys of material being shipped off-site.	DOE	FNAL	Approved	ADM-1, item29.1.b. Cut off at separation of employee. Destroy 75 years after cutoff	TRAIN	Site 40 Office

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15	Monthly Radioactive Source Accountability Report	(RP Form #38)	Documented total number of radioactive sources in Fermilab's inventory each month, including the number of sources on loan, number issued and returned, number disposed, number added and deleted, number in storage and on instruments and the number of sources leak tested within the month.	DOE	FNAL	Approved	ENV-2 c.(3) EPI Destroy 5 years after permit expires	Docdb 153-v1	ES&H Section Central File
17	Nuclear Materials Logbook, On-Site Transfer Logbook, Inventory	NML/(R.P. Form #57)	The purpose of this record is to document the transfer of nuclear materials from one location to another on Fermilab site. The transfer is recorded on R.P. Form #57, "On Site Transfer of Nuclear Material".	DOE	FNAL	Approved	ADM-4 item 7 EPI Destroy 6 years after transfetis complete		K. Graden's office
21	Radiation Safety Interlocks/Bian nual test results for the Lab	Rad Safety	Reviews and authorizations of radiation safety interlocks throughout the Laboratory. Copies of reviews and approvals are sent to affected division/section.	DOE	FNAL	Approved	ENV-1. b.(4b). EPI Review annually. Cutoff when superseded, obsolete or cancelled. Destroy 25 years after cutoff		ES&H Section Central File
22	Radiation Shielding Records	Shielding Records	Radiation Shielding Records	DOE	FNAL	Approved	ENV 1. b.(4b). EPI Review annually. Cutoff when superseded, obsolete or cancelled. Destroy 25 years after cutoff		ES&H Section Central File/site 40 office
24	Radioactive source inventory database	RAD SOURCE S	Radioactive source inventory database contained in the IBM FOCUS database which are listed by location, inventory listed by radioisotope,	DOE	FNAL	Approved	ENV 2 c.(3) EPI Destroy 5 years after permit expires	Oracle Database	K. Graden's Office
25	Radioactive Source Training Records	RAD SOURCE S	Attendance records of persons trained radioactive source use (Course #FN000048).	DOE		Approved	ADM-1, item29.1.b. Cut off at separation of employee. Destroy 75 years after cutoff	TRAIN	ES&H Section Central File

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26	Radionuclide Specific Data Analysis	Raw Spectral Data	Gamma ray spectra for each analysis are stored to magnetic tape. These are in separate individual CHN files.	DOE	FNAL	Approved	ENV-1. g.(5)(a) EPI Destroy when no longer needed.		ES&H Section Central File
28	Specific Quality Implementation Plan	SQIPS	A document required by DOE Order 5700.6C including an analysis of the applicability of the 10 criteria of the subject order. This document is reviewed annually and updated as needed. SQIPS are also available on the ES&H Section File Server, however, the official file copy is the paper copy.	DOE	FNAL	Approved	ADM-16, 1.2 Cutoff at end of fiscal year. Destroy after 5 years.		ES&H Section File Server
29	Waste Disposal Logbooks	SQIPS	Chronological record of the disposition of all regulated and radioactive waste disposal by RAL personnel	DOE	FNAL	Approved	ENV-1 e.(2) Destroy when 75 years old.		ES&H Section File Server
30	Contamination Wipe Results	CWR	Records of the results of all contamination wipes counted on the LB 5100 Low Level Sample Changer and the APC Counter	DOE	FNAL	Approved	ENV-1 e.(2) Destroy when 75 years old.		ES&H Section File Server
31	Dumpster Violations	DV	Waste Management Report; records contain the types of violations, radioactive material, hazardous material and liquid other than water, found in dumpsters and the measures taken for further prevention.	DOE	FNAL	Approved	ENV-1, EPI 10 (c) Destroy 5 years after closure of facility		SITE 40 OFFICE
33	Instrument Calibration Records	CIR	These records contain calibration performance and dates for instruments maintained by IMAC.	DOE	FNAL	Approved	ENV-1. e (7) Destroy after 5 years or after disposal or clearance of tool/equipment from project.		SITE 38 RCPF
34	Instrument Design	IDFC	These records contain information on design of instruments maintained by IMAC. Notes and schematics of instruments designed at Fermilab.	DOE	FNAL	Approved	ENV 1. e (7) Destroy after 5 years or after disposal or clearance of tool/equipment from project.	ES&H SERVER 1	SITE 38 RCPF

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35	Low Level Waste Certification Plan	LLWCP	Fermilab's documents assuring we meet the requirements of Westinghouse Hanford burial site requirements	DOE	FNAL	Approved	ENV-1 d.(2) Cutoff when superseded, obsolete, or canceled. Destroy when 75 years old.	ES&H SERVER 1	
36	MUX Microfiche	MUX Microfiche	Microfiche records of data from the Multiplexed Radiation Data Collection System (MUX). Records are weekly hour by hour summary of radiation levels reported by connected area radiation monitors.	DOE	FNAL	Approved	ENV-4 b.(4) EPI Destroy when 20 years old	ES&H SERVER 1	
37	Radioactive Source Accountability Records	RSAR	These records include forms, logs and documents used to identify and account for radioactive calibration sources issued to users and in storage at Fermilab	DOE	FNAL	Approved	ENV-1.e.(2). Cut off at close of fiscal year. Destroy 75 years after cutoff	Docdb 148-v1, 930-v1, 156-v1	ES&H Section Central File
38	Radioactive Waste Pickup/Storage Records	RWPSR	These records include radioactive waste pickup requests (RP Form 31 & 71) and records pertaining to the storage/disposal of radioactive waste	DOE	FNAL	Approved	ENV-2 d.(2) EPI Destroy 3 years after waste disposal date.		SITE 40 OFFICE
39	Release Criteria for Rad Material	RCRM	Measurement of radioactivity released into the air or monitoring instruments to identify it as toxic.	DOE	FNAL	Approved	ENV-4 b (8) (a) EPI Destroy when 5 years old		SITE 40 OFFICE
40	Shield Block Construction	SBC	Inventory of all shield blocks constructed at Fermilab using low-level radioactive materials to increase density of the blocks.	DOE	FNAL	Approved	ENV-2 c.(3) EPI Destroy 5 years after permit expires		SITE 40 OFFICE
41	Site Waste Management Plan	SWMP	A waste minimization program to reduce the generation of waste and spread of contamination FES&H Chapter 8022.	DOE	FNAL	Approved	ENV-1 b.(4b) EPI Review annually. Cutoff when superseded, obsolete or cancelled. Destroy 25 years after cutoff.	FESHM 8022	SITE 40 OFFICE

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42	Snoop and Dumpster Survey Records	Snoop/DSR	These records document the daily, weekly and monthly surveys performed by the Hazadous Control Technology Team	DOE	FNAL	Approved	ENV-1 10. (c) EPI Destroy 5 years after facility closure		SITE 40 OFFICE
43	Source Facility Calibration	SFC	Source manufacturer's and National Institute of Standards and Technology (NIST) or equivalent calibration records; source intercomparison calibration data and data from facility characterization studies; summary records (R.P. Notes)	DOE	FNAL	Approved	ENV-1.e.(2). Cut off at close of fiscal year. Destroy 75 years after cutoff		SITE 38 RPCF
44	Waste Pickups	WP-U	Documentation of amount and type of waste (radioactive and mixed) that was picked up.	DOE	FNAL	Approved	ENV-2 d.(1) EPI Destroy 3 years after shipment.		SITE 40 OFFICE
45	Instrument Maintenance Records	IMR	These records contain repair, modification, calibration and etc.,information on instruments maintained by the Instrumentation Team	DOE	FNAL	Approved	ENV-1.e.(2). Cut off at close of fiscal year. Destroy 75 years after cutoff	ESHSEVER1 4th Dimension Database	Site 38 RPCF
	RPCF Building Records		These records contain information on preventive maintenance performed, building inspections, problems found and solved and emergency drills.	DOE	FNAL	Approved	ENV-1.e.(2). Cut off at close of fiscal year. Destroy 75 years after cutoff		Site 38 RPCF
	Finances Records		These records contain information on purchases made by the Instrumentation Team. They include purchase orders, stock room purchases and ProCard purchases.				ENV-1 k (1) Cutoff annually. Destroy 25 years after cutoff. (N1-434-00-7)	ESHSERVER1	Site 38 RPCF